**Graduate Rules Modification as per MS/ PhD Program Review Panel Recommendations**

A meeting was convened by the Vice Chancellor to discuss about the implementation plan of MS/ PhD program review in light of the recommendations made by HEC review panel. After deliberations on the recommendations the Vice Chancellor constituted a committee to look into the recommendations and do the needful for compliance.

The following committee was constituted;

1. Prof. Dr. Abdul Razaq
2. Dr. Asadullah
3. Dr. Sartaj Ali
4. Dr. Faqir Muhammad

The committee hold a series of meetings to look into the recommendations. After thorough deliberations the committee recommends following amendments in the revised graduate rules in order to comply with the recommendations of HEC review panel.

**HEC Review Panel Recommendation.** “Departmental committee should be constituted and authorized to process and final the admissions. DASR and Director Admission should contribute as facilitators”.

In order to comply these recommendations; the revised graduate rules may be amended as follows;

**Section 3 sub-section a-m**

1. The application shall be submitted to the admission office of the university. There will be a centralized admission committee for MS/ PhD program consisting of;

1. Concerned Dean

2. Director Adv. Studies

3. Concerned HoD

4. Dir QEC

5. Dir Acad.

6. Add. Dir Admissions/ Std Affairs as Sec

This committee shall be responsible to supervise overall admission process of graduate programs i.e. admission/ test schedule and any other policy decisions.

1. The admission office will enter the data of all applications and shall forward the data along with complete application package to the concern department for checking eligibility criteria and verification of entered data.
2. Once the department receives the admission package the internal admission committee of the department shall scrutinize applications received for eligibility and prepare merit list based on the weightage given to academic record.
3. The respective HOD will submit the final list of eligible applicants for entry

Test to DASR through respective DEAN.

e. A departmental committee comprised of at least three senior faculty members and HoD shall supervise the overall admission process of the concerned department. The committee shall prepare the final list of eligible applicants for entry test and submit to the admission office through respective Deans to display on website as well as to inform the students accordingly. The same committee shall finalize question paper under the supervision of relevant Dean. Printing and preparing the exact number of copies for final written test shall be the responsibility of relevant HoD and the Dean. DASR and Director Admission will act as facilitators

f. The test will be conducted and assessed at faculty level. The final list of selected candidates for admission shall be prepared by the departmental admission committee and shall submit to Director Admissions/ Std. Affairs through the relevant Dean for onward communication to the students. The same list of selected candidates shall be shared with DASR & Dir. KGS for record purpose. The Dir. Admission/ Std affairs will share the list of final admitted students after submission of fee to the concerned HoD, DASR, Internal examinations and Director KGS.

g. An applicant applying for MS/M.Phil program shall be judged on the basis of the following criteria for admission:

i. Academic qualifications 20% marks are reserved for academic qualification, 80% marks for the KIU admission test or NTS, GAT general/ or ETS, ETC & GRE to qualify for admission. Over all merit will be determined on the basis of (academic + test) marks subject to the condition that the candidate has passed the entry test.

h. **ADMISSION IN PHD PROGRAMS.**

1. **Completion of Prior Degree:** Prior to entry into a PhD program, the student shall have been awarded his or her MS/ M.Phil or equivalent degree.

2. **Minimum GPA Requirement:** For Admission in PhD program; minimum CGPA of 3.00 out of 4.00 in the semester system or first Division in the annual system in the most recent degree obtained is required, whether such degree was obtained from Pakistan or foreign universities.

3.  **Testing Requirement:** Applicants to PhD programs shall be required to fulfill the following requirements :

a. All applicants to PhD program shall be required to take one of the following non subject specific admission test:

i) The graduate record examination (GRE) test administered by the education testing service (ETS).

ii) A graduate admission test administered by the Education Testing Council (ETC), or

iii) With the permission of the HEC, an equivalent test developed by the university, or by another university, for admissions to graduate programs.

vi) Any applicant for PhD admissions who has qualified the HEC indigenous scholarship award conducted by education testing council (ETC) etc shall be eligible for admission.

b. Subject test shall not be required for admission to most PhD programs, with the possible exception of certain science disciplines, at the discretion of the university.

4. **Statement of Purpose:** As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admission committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the sub-specialty he or she is interested in.

5. **Discontinuation of certain programs leading to PHD:** MS/ M.Phil leading to PhD programs have been discontinued by the HEC, and as previously notified, no further admissions are allowed in such programs.

**6. MINIMUM REQUIREMENT FOR AWARD OF PHD DEGREES**

i) **Principles and Purposes.** The HEC has prescribed minimum criteria for the award of PhD Degrees. The purpose of this policy is to ensure that those who have been certified to have received the highest level of education in a particular field, and will perform consequential functions in society as teachers, researchers or experts, have truly invested their time and effort in developing a thorough understanding of that field of study. For the avoidance of doubt the criteria in this section provides only the minimum requirements for completion, and universities are free to establish their own framework for the award of PhD Degrees that may very by discipline, provided it satisfies the minimum conditions set forth in this section.

ii) **Coursework and residence requirement:** The following requirements shall be fulfilled before the award of a PhD Degree:

1. The student shall complete coursework of at least 18 to a maximum of 24 credit hours.
2. There shall be residency requirements for a period of at least two years.

iii) **Comprehensive Examination:** Following the completion of coursework, every PhD student shall be required to pass a comprehensive examination in order to be granted candidacy as PhD researcher, provided that if the student fails to pass the comprehensive test; he or she shall be allowed one more attempt to take the test.

iv) **Doctoral Dissertation:** Each PhD researcher shall be required to write a doctoral dissertation that meets the following minimum criteria:

1. The PhD dissertation shall be supervised by a faculty member who holds a PhD (or equivalent) degree and is an HEC approved supervisor. At the time of appointment as supervisor, the faculty member shall be a full time faculty member of the University in which the student is enrolled.
2. In addition to the PhD committee member, the PhD dissertation must be evaluated by at least two external experts who may be either (i) Pakistan based distinguished National Professors, Meritorious Professor, or Tenure Track Professors, or (ii) PhD experts from academically advanced countries (Approved list of academically advance countries for evaluation of PhD dissertation is provided in **Annex iv(b);** *provided however*, that if the PhD candidate publishes his or her dissertation research in a peer reviewed journal that is classified by the HEC as category X or above, the PhD dissertation will only require evaluation by one external expert.
3. A plagiarism test in accordance with the HEC plagiarism policy must be conducted on the dissertation before its submission to the external experts.
4. An open defense of the dissertation is required after positive evaluation of the dissertation by the committee members.

V) **Research Publication:** Each PhD researcher shall be required to publish at least one research paper as its first author during his or her doctoral studies in an HEC approved Y category (or above) journal for the award of PhD Degree.

VI) **Reporting Requirements.** The following documents shall be submitted to the HEC following the completion of studies :

1. A duly filled completion form shall be sent to the HEC from the Office of the Controller of Examination of the University notifying the HEC that the PhD Scholar has completed all the requirements for the award of the PhD degree (see from **4.6 (a).**
2. A copy of PhD Dissertation for including in PhD Country Directory and for attestation of the PhD Degree by the HEC.
3. A duly filled proforma for the PhD Country Directory, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor (or Rector) **(see from 4.6 (c)**

VII) **Degree Completion Timeline:** The PhD Degree shall be awarded by universities after a minimum of three (3) years and not more than eight (8) years after the enrolment of the student, provided that for students who are unable to complete the program with in eight (8) years, the university may designate a competent authority to determine whether the delay was caused by circumstances beyond the students control, and if so, grant and extension in such exceptional circumstances, provided further that in no event shall the PhD degree be awarded more that 10 years after the enrolment of the student in the program. The date of notification of the award of the PhD degree subsequent to the PhD defense shall be considered to be the date of completion of PhD Degree.

VIII) **Award of MS/M.Phil Degrees on the basis of PhD studies:** If a student successfully completes the full set of requirement for the award of an MS/ M.Phil (or equivalent) degree during the course of their PhD studies, the university may award the applicable degree to such students upon completion of the relevant requirements.

h. depends on the discussion of new [HEC PhD Policy](file:///C:\\Users\\GB\\Downloads\\Annex-I%20(HEC%20PhD%20Policy%202020).pdf)  page 4

i. as it is-------- in the revised rules

j. depends on the discussion of new [HEC PhD Policy](file:///C:\\Users\\GB\\Downloads\\Annex-I%20(HEC%20PhD%20Policy%202020).pdf)

k. Abolished

l. Abolished

m. as it is -------- in the revised

11.1 c; under revised rules; for MS students, an evidence (submission acknowledgment email from official ID of the editor) of at least one paper submission in KIU relevant official journal along with original submitted research paper is requisite for thesis submission. The student must be the first author and the main supervisor (Supervisor 1) should be the corresponding author of the submitted paper.

11.2. d. For PhD students, in addition to publishing at least one paper in HEC approved journals (see HEC website for field/ discipline specific minimum requirements); the student must submit at least one paper in KIU relevant official journal (submission acknowledgment email from official ID of the editor along with original submitted research paper)as a requisite for thesis submission. The student must be the first author and the main supervisor (Supervisor 1) should be the corresponding author of the submitted paper.

**Revision of Grading system for MS/ PhD students mentioned in Section 6 of Graduate rules for students admitted during spring 2020 onward**

1. **GRADING POLICY**
   1. Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.
   2. The following range of grade points for each letter grade will be followed;

|  |  |  |
| --- | --- | --- |
| **Marks Range (in %)** | **Grade Points (Value)** | **Grade** |
| 85 and above | 3.67– 4.00 | A |
| 80-84 | 3.34 – 3.66 | A- |
| 75 – 79 | 3.01– 3.33 | B+ |
| 71 – 74 | 2.67 – 3.00 | B |
| 68 – 70 | 2.34 – 2.66 | B- |
| 64 – 67 | 2.01 – 2.33 | C+ |
| 61 – 63 | 1.67 – 2.00 | C |
| 58 – 60 | 1.31– 1.66 | C- |
| 54 – 57 | 1.01– 1.30 | D+ |
| 50 – 53 | 0.10 – 1.00 | D |
| 0 – 49\* | 0.00 | F |
| Incomplete |  | I |
| Withdrawal |  | W |
| Pass (non-credit course) |  | P |

\*Fraction is to be rounded

* 1. There should be no other grade point values except the above points.
  2. The percentage of marks or values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.
  3. The minimum pass marks for each course shall be (fifty percent 50%). A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks (for individual subject) obtained by a student in any course shall not be counted towards the aggregate marks but instead zero marks (0) will be calculated towards the GPA/CGPA against the credit Hours availed. The credit hours will be counted as attained by the student for the course.
  4. The equivalence between letter grading and numerical grading shall be as:

|  |  |  |  |
| --- | --- | --- | --- |
| **% Marks** | **Grade point**  **Value** | **Grade** | **Remarks** |
| **GRADE – A** |  |  |  |
| 90 & above | 4.00 | A | Exceptional |
| 89 | 3.99 | A | Excellent |
| 88 | 3.92 | A | “ |
| 87 | 3.84 | A | “ |
| 86 | 3.75 | A | “ |
| 85 | 3.67 | A | “ |
| 84 | 3.66 | A- | High distinction |
| 83 | 3.58 | A- | “ |
| 82 | 3.50 | A- | “ |
| 81 | 3.42 | A- | “ |
| 80 | 3.34 | A- | “ |
| **GRADE – B** |  |  |  |
| 79 | 3.33 | B+ | Very good |
| 78 | 3.25 | B+ | “ |
| 77 | 3.17 | B+ | “ |
| 76 | 3.09 | B+ | “ |
| 75 | 3.01 | B+ | “ |
| 74 | 3.00 | B | Good |
| 73 | 2.89 | B | “ |
| 72 | 2.78 | B | “ |
| 71 | 2.67 | B | “ |
| 70 | 2.66 | B- | Fairly good |
| 69 | 2.50 | B- | “ |
| 68 | 2.34 | B- | “ |
| **GRADE – C** |  |  |  |
| 67 | 2.33 | C+ | Satisfactory (credit pass) |
| 66 | 2.23 | C+ | “ |
| 65 | 2.12 | C+ | “ |
| 64 | 2.01 | C+ | “ |
| 63 | 2.00 | C | “ |
| 62 | 1.84 | C | “ |
| 61 | 1.67 | C | “ |
| 60 | 1.66 | C- | “ |
| 59 | 1.49 | C- | “ |
| 58 | 1.31 | C- | “ |
| **GRADE –D** |  |  |  |
| 57 | 1.30 | D+ | Subjective pass |
| 56 | 1.20 | D+ | “ |
| 55 | 1.11 | D+ | “ |
| 54 | 1.01 | D+ | “ |
| 53 | 1.00 | D | “ |
| 52 | 0.70 | D | “ |
| 51 | 0.40 | D | “ |
| 50 | 0.10 | D | “ |
| **GRADE – F** |  |  |  |
| 0-49 | 0.00 | **F** | Fail |
| Withdrawn course | -- | **W** | Withdrawn |
| Incomplete course | -- | **I** | Incomplete |
| Pass (non-credit course) | -- | **P** | Pass |
| Repeat course | 2.5 (example) | **B** | Repeat/improvement course |

* 1. Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).
  2. The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade.
  3. KIU has adopted the standard scale of 4 (i.e. 0 to 4) in order to evaluate /indicate the performance of students in the course(s)/semester (s). Although other scales like 5 or 6 etc. are also in vogue in other institutes. The 4 scale measure is in equivalence as per directives of HEC to all HEls in Pakistan vide letter NO.1-22 (NQAC)/QAD/2017/HEC/03-360 dated 24 Mar 2017:



* 1. Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission will be as below;

|  |  |  |
| --- | --- | --- |
| **Grade** | **Grade point**  **Value on 4 scale** | **Percentage obtained in annual system** |
| A | 4.00 | 85% and above |
| A- | 3.66 – 3.99 | 70% - 84% |
| B | 2.66 – 3.65 | 55% - 69% |
| C | 1.66 – 2.65 | 45% - 54% |
| D | 1.00 – 1.65 | 33% - 44% |
| F | 0.00 | Less than 33% Fail |

\*For other/higher scale grading (i.e. 4.5, 5, 8 etc.) shall be calculated to annual marks based on same analogy as done for 4 scale.

**Note:**

a) The range of marks defined above for a particular grade may be split further to reflect incremental grade points.

b) This conversion table is only for the purpose of students who have obtained degrees under the annual system.

1. **SEMESTER CGPA COMPUTATION / PROMOTION/ PROBATION/ COMPULSION**

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationships:

****

****

GP = Grade Point

QP = Grade points X Credit Hours

**Example: Calculation of GPA**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Code** | **M/O (%age)** | **Grade** | **G. P** | **C. H** | **Q. P** |
| MATH-321 | 65 | C+ | 2.12 | 3 | 6.36 |
| MATH-322 | 72 | B | 2.78 | 3 | 8.34 |
| MATH-323 | 80 | A- | 3.34 | 3 | 10.02 |
| MATH-324 | 55 | D+ | 1.11 | 4 | 4.44 |
| MATH-325 | 85 | A | 3.67 | 2 | 7.34 |
| MATH-326 | 42 | F | 0.00 | 3 | 0.00 |
| Total |  |  |  | 18 | 36.5 |
|  |  |  |  |  |  |

GPA=36.5/18

GPA=2.03

* 1. **CGPA Required for Degree Completion**

For graduation, the minimum qualifying CGPA for MS students is 2.5 and for Ph.D students is 3.0.

Provided in case a student secures less than 2.5 / 3 CGPA (minimum qualifying CGPA) in aggregate at the end of final semester of MS / Ph.D program (with all courses passed), S/he may be allowed to get re-admission in one or more courses in which his/her grade is below C, along with the forthcoming semester, provided that S/he is not debarred under the CGPA improvement regulation and time duration specified for the program. This opportunity may be provided only in the next semester just after the result. After having a gap of one or more semester (s) such student will not be allowed for further study/improvement.

* 1. **Probation:**
     1. Probation is a status granted to the student (graduate) whose academic performance falls below the minimum University standard. The MS/ Ph.D students acquiring GPA less than 2.5 / 3 out of 4 during 1st /2nd semester but passing in all papers will be promoted with the condition to achieve more than 2.5 / 3 GPA in the next semester (2nd /3rd)and such student will be put on probation for the next semester.

\*For professional subjects the rules described by relevant council (of accreditation) will apply.

* + 1. a. When a graduate student's CGPA decreases from 2.5 (MS) / 3 (Ph.D), he/she   
        will be on 1st probation for the next semester (i.e. either in 2nd or in 3rd   
        semester).

1. If the graduate student (who was given 1st probation within 2nd semester) does not come out by increasing his/her CGPA to 2.5 (MS)/ 3 (Ph.D), then again, he/she will go on 'last probation" in the 3rd semester.
2. A student who has been given the 1st probation in the 3rd semester (upon the 2nd semester result), will be his last probation as well.
3. If the student who was earlier on 1st probation does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be rolled out (struck off) from the department/institute, and cannot be re-admitted by the same institute except taking re-admission only once starting from the first semester again.
   * 1. During the summer/winter semester, the probation students will have to be registered to improve the grade.
   1. At the end of the first semester a graduate student must obtain CGPA of 2.5 (MS)/ 3.0 (Ph.D) in order to become eligible for registration in the second semester.

Provided a student is kept on probation who is having first Semester GPA equal to or more than 1.5 (MS) / 2 (Ph.D) but less than or equal to 2.4 (MS) / 2.9 (Ph.D) without any 'F' grade.

* 1. In case a student is able to obtain CGPA of 1.5 (MS)/ 2 (Ph.D) or more but less than 2.5 (MS) / 3 (Ph.D) he/she will be kept on probation in the second semester.

Provided he/she does not fall in the category for ‘F’ grade/ withdrawal/ drop course.

* 1. The graduate student who fails to secure a GPA 1.5 (MS)/ 2 (Ph.D) at the minimum in the first semester, shall stand automatically removed from the rolls of the department as well from rolls of the University (admission will get cease). Such a student could be considered for readmission in the same institute/department. This opportunity of readmission is allowed only once.
  2. At the end of second semester a student must obtain a minimum CGPA of 2.5 (MS)/ 3 (Ph.D) in order to be eligible for registration in the third semester. If the above condition is not complied with by a student, he/she shall be removed from the rolls of the department/institute.

Provided that if the student comes under consecutive probation (i.e. last probation in upon result of 2nd semester given in 3rd semester) and he cannot met the requirement of CGPA 2.5 (MS)/ 3 (Ph.D) and such a student is given the chance of last probation. Case of such student will be decided upon result of the 3rd semester CGPA to be 2.5 (MS) / 3 (Ph.D) or above, mandatorily.

* 1. At the end of the third semester the CGPA of a student should not be less than 2.5 (MS)/ 3 (Ph.D), otherwise he/she shall be removed from the rolls of the Department/ College/ lnstitute/University.
  2. If a student does not improve his GPA/CGPA in last probation, s/he may be re- admitted in semester they were placed on 1st probation subject to payment of admission fee along with semester fee.
  3. a. At the end of the fourth semester (& onward), the CGPA of a student who has not been required to repeat any course, should not be less than 2.5 (MS)/ 3 (Ph.D).

1. Student having less than 2.5 (MS)/ 3 (Ph.D) CGPA shall not be promoted to next semester.
   1. To understand the probation process clearly, please see the probation flow chart in **annex-A**.
   2. **Compulsion**

While on probation, a student is to;

* 1. contact concerned faculty for guidance, and
  2. keep a complete record of his/her semester work comprising home assignments, laboratory reports, quizzes, midterm, class tests and the marks obtained.
  3. **Promotion**
     1. A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 2.5 (MS)/ 3 (Ph.D) at the end of each semester (having no F grade) for promotion to the next semester (except for cases of probation as defined in these rules, and determining the cases of Fail (F grades) students separately).
     2. At the end of the first semester, a graduate student shall get a GPA of at least 2.5 (MS)/ 3 (Ph.D) for normal promotion.
     3. a. However if at the end of the first semester, a graduate student could not achieve the standard GPA 2.5 (MS)/ 3 (Ph.D) but all his individual courses are pass (i.e. in each course having 50% or more marks) then such a student shall;

1. get a GPA of at least 1.5 (MS)/ 2 (Ph.D) to be promoted to the second semester on probation basis.
2. provided a graduate student is permitted on first probation (i.e. having GPA greater or equal to 1.5 (MS)/ 2 (Ph.D) and less than 2.5 (MS)/ 3 (Ph.D) without F' grade).
3. At the end of second semester, a student (graduate) must get a CGPA of at least 2.5 (MS)/ 3 (Ph.D) in order to be promoted to the third semester. Provided a graduate student is permitted for last probation.
4. If any of the above conditions is/are not fulfilled by a student, s/he shall be removed from the rolls of the department/ university.
5. Provided, the students who have chance to repeat course(s) under the rules.
6. Provided, the students who have chance to improve course(s) under the rules.
7. A graduate student who could not achieve CGPA of 2.5 (MS)/ 3 (Ph.D) on availing of two consecutive probations, shall be removed from the rolls of the University.
8. In the third semester only that student who gets a CGPA 2.5 (MS)/ 3 (Ph.D) shall be required to repeat those courses of the first semester in which s/he had failed or secured a D grade. His/her maximum workload including these courses shall not exceed the normal workload of the semester. At the end of the third semester or any subsequent semester his CGPA should not be less than 2.5 (MS)/ 3 (Ph.D), otherwise he shall be removed from the rolls of the department/institution.
   1. **Passing of Individual Course:** The minimum pass marks for each course of graduate programs shall be 50%. Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in course shall not be counted towards the aggregate marks. Such marks shall be skipped replacing by a zero, however, the credits shall be countable (sum able) towards GPA/CGPA calculation.

***Annex-A***

**Probation Flow Chart**

MS: GPA ≥ 2.5

Ph.D: GPA ≥3

**2nd Semester** (Normal)

**1st Semester:** Qualification requirement is;

GPA ≥2.5 (MS)

GPA ≥2.5 (Ph.D)

MS: GPA < 1.5

Ph.D: GPA < 2

MS: CGPA ≥ 2.5

Ph.D: CGPA ≥ 3

MS: 1.5 ≤ GPA < 2.5

Ph.D: 2 ≤ GPA < 3

**Removal from Roll**

**3rd Semester** (Normal)

**2nd Semester with**

**1st Probation**

MS: CGPA ≥ 2.5

Ph.D: CGPA ≥ 3

MS: CGPA < 2.5

Ph.D: CGPA < 3

MS: CGPA ≥ 2.5

Ph.D: CGPA ≥ 3

**Removal from Roll**

**Removal from Roll**

**Cease to be student of this University**

(failed to complete required Credit Hours)

**3rd Semester with**

**2nd Probation**

MS: CGPA < 2.5

Ph.D: CGPA < 3

(without having any ‘F’ grade)

MS: CGPA < 2.5

Ph.D: CGPA < 3

MS: CGPA ≥ 2.5

Ph.D: CGPA ≥ 3

**4th Semester & onward**

***KEY*:**

*GPA: Grade point average*

CGPA: Cumulative grade point average